

**Emergency Contact Form**

Complete for each instance of use of emergency procedures from Levels III and IV

Student Name:\_\_\_\_\_ Date:\_\_\_\_\_

School:\_\_\_\_\_ Grade:\_\_\_\_\_ DOB:\_\_\_\_\_

Staff in attendance:\_\_\_\_\_

1. What were the circumstances surrounding the incident?

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2. What did the student do? (Describe the behavior which required emergency procedures.)

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3. What did the staff do? (Describe actions and interventions, how long used, etc.)

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4. Where there any injuries? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe:

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5. What could be done to prevent this from happening again?

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6. Number of times this behavior has occurred: \_\_\_\_\_

7. Time period over which behavior occurred: \_\_\_\_\_

8. Parent notified (within 24 hours): \_\_\_\_\_ In Person \_\_\_\_\_ Phone \_\_\_\_\_ Written

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of LEA Representative

\_\_\_\_\_  
Date

Staff must notify parents within 24 hours of the use of emergency intervention procedures. A copy of this form must be sent to the local director of Special Education within 24 hours of each use of an emergency intervention.

Emergency interventions can occur no more than once per week, two times in a month, or a total of four times in a year. If the frequency exceeds these guidelines, a modification of the current behavioral intervention plan or an alternative intervention plan must be considered to address the problem behavior. Parent may be provided with a copy of the emergency contact form upon request.